Building Permit Application Checklist

Swimming Pool / Accessory Building
Building Department: 604-990-2480, building@dnv.org

Complete this form and attach it to the permit submission documents

DRAWINGS REQUIRED (2 Sets)

☐ Simple Survey (scale 1/8 = 1') Prepared by a Registered B.C. Land Surveyor Signed and Sealed Issued within the last 6 months and include:
  ☐ Lot dimensions and setbacks of existing buildings and structures
  ☐ Complete legal description
  ☐ North arrow
  ☐ Outline of the original building(s), creeks, adjacent roads/lane allowances, waterfront boundaries, trees, hedges, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore.
  ☐ Building dimensions

☐ Site Plan (scale 1/8” = 1’)
  Site plan must include:
  ☐ Outline of the proposed building and accessory building(s) showing the outermost most walls including basement walls and upper floor overhangs
  ☐ Fence and locking gate (Swimming pools)

☐ Floor Plans (scale ¼” = 1’)
  ☐ Structural framing indicated (lumber grade and species, beam sizes, joist spacing size and direction, trusses indicated, etc.)
  ☐ Fully dimensioned floor plan
  ☐ Window and door sizes

☐ Four (4) Exterior Elevations (scale ¼” = 1’)
  Exterior Elevations must include:
  ☐ Roof slope indicated
  ☐ Roof height measured from top of slab

☐ Structural (scale ¼” = 1’) May be submitted after application prior to issuance
  ☐ Drawings to be sealed and signed by a professional engineer with indication of code compliance to Part 9, Part 4 of BCBC or CWC using the following statement: “structural design and lateral resistance in accordance with ________”

DOCUMENT REQUIREMENTS CONTINUED ON NEXT PAGE
DOCUMENT REQUIREMENT (1 set)

☐ Building permit application – Signed by the owner
☐ Master Requirements Questionnaire Signed

Letters of Assurance and documents from the following professionals schedules must be correctly addressed identifying the discipline and items

☐ Structural Schedule B with confirmation of liability insurance and a copy of their insurance, with CRP initials
☐ Geotechnical Schedule B with confirmation of liability insurance and a copy of their insurance, with CRP initials (Required for all in ground pools)
☐ Schedule A – done by the co-ordinating registered professional (CRP) with owner signature (Required when project has multiple engineers)

Please note: This may not be a complete list. Further review of the application, drawings, or documents may reveal additional requirements.